

Office of the Comptroller and Auditor General of India
9, DDU Marg, New Delhi-110124.

No.: 217/68/GS/STY./2013

Dated: 11.10.2019

To

All the vendor/bidders concerned,

Subject: **Invitation for sealed quotation for disposal of computer consumables (used/empty ink/toner cartridges & drum etc) – reg.**

Sir/Madam,

This office has a large numbers of used empty/discarded ink/toner cartridges and drums etc of various make, model and type of printers, which are proposed to be disposed of by the means of inviting sealed quotations from the likely dealers/buyers in this trade preferably registered dealer under E-Waste Management with concerned authorities. Brief details are as under:

Sl. No.	Brief description	Qty
1.	Inkjet cartridges of assorted models/types (HP/Canon etc)	1815
2.	Colour/black toner cartridges of assorted models/types (HP/Brother/Samsung/Lexmark etc)	5423
3.	Drums kit of Colour/Mono Laserjet printers of assorted models (HP/Brother/Samsung/Lexmark etc)	152
	Total	7390

Sealed quotations with superscript as “Quotation for disposal of used/empty Ink/toner Cartridges and drum etc” shall be addressed to the Director (P), O/o the Comptroller and Auditor General of India, 9, Deen Dayal Updhayay Marg, New Delhi-110124 and dropped in a Tender-Box placed at Reception (East) of this office latest by 2.30pm on 26th October, 2019, which will be opened on the same day at 3.30pm by the authority concerned in presence of bidders, who may wish to be present. Physical inspection can be done on 17th and 18th October, 2019 between 3.30pm to 4.30pm under prior intimation to the contact person (Sh Kunwar Singh at 23509163). A uniform format for offering quotes and other terms & conditions of the tender enquiry are enclosed herewith as **Annexure-I & II.**

A copy of this tender enquiry is also made available of this office website <http://www.cag.gov.in>. Hindi version will follow.

Encl.: as above.

Yours truly,

Sd/-
(Mukesh Singh)
Administrative Officer (C&S)

'Format'

(for quoting prices for disposable ink/toner cartridges and drum etc)

Sl. No.	Description	Approx. Weight (in Kg)	In numbers	Offered price (per unit/kg)	Total price (Rs.)
1.	Ink cartridges of assorted type & models of printers (HP/Samsung/Canon/Brother etc)	3700 Kgs	1815		
2.	Toner cartridges of assorted type & models of printers (HP/ /Brother/Samsung/Lexmark etc)		5423		
3.	Drum of assorted type & models of printers (HP/ /Brother/Samsung/Lexmark etc)		152		
Total Price (in figure)					
Total Price (in words) _____					

Details of bidder

1. Name of firm : _____
2. Name of authorised person : _____
3. Designation : _____
4. EMD details (Bank, DD No./Date/Amount) : _____
5. E-Waste registration number, if applicable (copy to be enclosed) : _____
6. Contact Nos (Mobile/Landline) : _____
7. E-mail ID : _____
8. Corresponding Address : _____

Undertaking

- a) I/We, the undersigned certify that I have gone through the terms and conditions of the tender enquiry and undertake to comply with the same.
- b) The rates quoted are final and binding upon us.
- c) I/We solemnly affirm and declare that the acquired computer consumables shall be further disposed of/re-used in eco-friendly manner as per provisions of E-Waste Management Rules-2016 and other stipulations by the Government of India and other concerned authorities.
- d) I/We give the rights to the competent authority of office of the Comptroller and Auditor General of India to take appropriate action as deems fit in case, contravenes of any of directions or terms & conditions of the tender enquiry is observed against the firm or its representative (s) at any stage.

Date: _____**Place:** _____**Signature of Authorised signatory****Designation:** _____**(Office seal)**

Annexure-II
(Terms & Conditions)

1. This office does not bind itself to accept the highest rates or consolidated offer and reserves the right to reject any or all the bids received without assigning any reason whatsoever it may be.
2. Quotations in which any of the particulars or information is found inadequate or incomplete in any respect or the prescribed conditions are not fulfilled are liable to be rejected.
3. Canvassing in any form by the bidder will result in summary rejection of their tenders. The decision of the competent authority of this office shall be final in this regard and binding on the tenderer.
4. An Earnest Money Deposit (EMD) amounting to Rs. 5000/- in form of Demand Draft in favour of 'PAO, CAG', New Delhi shall be accompanied alongwith sealed quotation.
5. Copy of E-Waste Registration certificate, if applicable, shall be furnished by the bidders/tenderers.
6. The total cost of disposable items depends upon total unit counted or measured. If in case, the total units or measured value is enhanced to some extent, the bidder/tenderer has to pay the cost of material accordingly and binding on the bidder/tenderer.
7. The entire amount of total counted/measured stuff shall be deposited by the successful bidder/tenderer within 2 working days before receiving of all the material.
8. The successful bidder shall arrange his own workman/labour for counting/measuring/lifting and taking out all material in the presence of authorized official from this office.
9. All the material shall be removed immediately or within time allowed (not more one day) for the purpose, after remitting the total sale price.
10. The successful bidder/tenderer shall be responsible to leave the space neat and clean, after taking out all material at his own cost without any disruption to other official activities.
11. In case the successful bidder/tenderer does not remove the items within stipulated time period, the bid security shall be forfeited in full or partially and re-sale of the items shall be made at the risk and cost, if any, of such defaults, which will be adjusted from the security deposit. Decision of the competent authority of this office shall be final in this regard and binding on the bidder.
12. The successful bidder/tenderer shall not sublet the whole or part of the contract, except where otherwise provided in the contract, without the prior written consent of the competent authority of this office. Such consent, if given, shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of his and any of his agents' worker/labour.
13. This office shall have full right to forfeit the EMD partially or in full in any case, the successful bidder fails to comply the instructions of this office or withdraw bid at any stage or breaches any of terms & conditions of the tender enquiry or acceptance letter.
14. Disputes, if any, subject to jurisdiction of Delhi Courts only.
15. The successful tenderer shall indemnify this office against any liability for compensation due to injury to his own labour or to other persons inside the office premises during counting/measuring or taking out the material under the contract and for any damage to the property of this office in any manner.

Sd/-
(Mukesh Singh)
Administrative Officer (C&S)